

For Complete Information, Visit These Web Sites

- **EH&S E-Waste:** http://www.lbl.gov/ehs/waste/doc/ewaste_chart.pdf
- **EH&S Waste Minimization:** http://www.lbl.gov/ehs/waste/wmin_hazardous.shtml
- **Excess Property:** <http://fac.lbl.gov/SiteSvcs/excess.html>
- **ESD Business Practices/Salvage and E-Waste:**
http://www-esd.lbl.gov/workplace_resources/business_practices/salvage_ewaste.html

ESD has a responsibility to support LBNL's property management practices; ensure that proper EH&S procedures are practiced in the reuse, categorization, handling, and salvaging of property; and properly disposing of e-waste.

How To

NEVER leave an item in an open area where it can be picked up or stolen, especially a DOE tagged item. It will also become a fire hazard as items accumulate in a given area. Notify Carol Valladao, Property Representative when any items need to be salvaged or sent for e-waste, or if you see an accumulation of items that require action.

If you plan to transport, ship, or move any property item, regardless of whether it is DOE tagged, you must appropriately document the action(s). Please process salvage and e-waste actions as soon as possible.

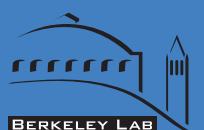
Salvage Locations

Buildings 90 and 70/70A have designated accumulation areas for items going to salvage. Utilize these areas for non-DOE tagged items. Contact your local administrative support or the Property Representative for questions.

Key Contacts

Safety Coordinator: Vivi Fissekidou, x5610
Waste Minimization: Nancy Rothermich, x4644
Property Representative: Carol Valladao, x5781
Generator Assistant: Howard Hansen, x5867
Business Manager: Maryann Villavert, x7357
Berkeley Lab Excess- 904 Warehouse: Tom Hardy, x4938

For a complete description of these and all other policies, please refer to the LBNL RPM at:
<http://www.lbl.gov/Workplace/RPM/>,
 or contact Maryann Villavert,
 ESD Business Manager @ x7357,
mvillavert@lbl.gov



Step by Step

1. Determine if the item will go to salvage, moved to another location (on- or off-site), or must be picked up as E-Waste. If the item/property can be simply reused, document the transfer. Or you can locate one of several Waste Minimization drop-off boxes located throughout the lab to recycle the item as appropriate.
2. Complete an Equipment Move Tag (EMT) form. Make sure you include the DOE # (if it does not have a number, you must include the serial number, make and model), the description, and any other appropriate reference number. Indicate where the item(s) are going to and who/where they are coming from. If it is E-Waste, attach the "Universal Waste" sticker to the item and note it on the EMT form.
3. Call Transportation (x5405), a project ID will be needed and/or the E-Waste Team (x4644) to have the items picked up. You can also contact Carol Valladao to check on ESD scheduled pickups.
4. Once the item(s)/property have been picked up, forward the original white copy of the form with the appropriate (Transportation Driver) signature to Carol Valladao, Property Representative, for further processing. (Please maintain a copy for your own files).